

TRANSCRIPT REQUEST

Name: _____ I.D./S.S. No. _____

Mailing Address: _____
(Street address, P.O. Box, Rural Route, Etc.)

(City) (State) (Zip) (County)

Contact Phone Number: _____

Former Last Name(s): _____

Dates Attended: _____ Major: _____

Signature: _____ Date: _____

Federal law requires student's signature before a transcript can be released.

Number of transcripts requested: _____
(limit of 5 per request)

Requested Method:

- Mail
- Will pick up
- SPEEDE (to other institutions or ADHE)

Hold until grades are posted:

- Spring
- Summer I
- Summer II
- Fall

Send transcript(s) to the following address(es) or fax number:

Note: Transcripts of student's records will not be released until all financial and/or administrative obligations to the college have been satisfied.

OFFICE USE ONLY

ID Verified: _____

Date Issued/Mailed/Faxed/Speede: _____

Processed By: _____

